



Planning Division Application Form Part 1

Community Development Department ~ 21810 Copley Drive ~ Diamond Bar, CA 91765 ~ (909) 839-7030 ~ www.DiamondBarCA.gov

GENERAL REQUIREMENTS (Print or Type)

Name of Proposed Project:	Case # _____ FPL # _____ Deposit /Fee _____ Receipt # _____ Date _____ By _____
Location of Project:	
Legal Description of Project (Assessor's Parcel No.):	
Applicant's Name:	Phone Number: _____ Fax Number: _____
Address: _____	
Legal Owner's Name (if different from above):	Phone Number: _____
Address: _____	

Diamond Bar Municipal Code Section 22.44.040 states an application fee must accompany this application. The application fee is either a flat fee or a deposit plus payment of the City's processing costs computed on an hourly basis. If it is a deposit, the applicant shall pay any processing costs that exceed the amount of the deposit prior to issuance of the permit; if processing costs are less than the deposit, a refund will be paid.

Type of Review Requested (Please Check All Applicable Boxes)

Administrative Review	General Plan Amendment	Subdivision
Annexation	Minor Conditional Use Permit	Tree Permit
Comprehensive Sign Program	Minor Variance	Variance
Conditional Use Permit	Planned Unit Development	Zone Change
Development Review	Plot Plan	Zoning Clearance
Development Agreement	Preliminary Review	Other: <u>Temporary Sign</u>
Development Code Amendment	Specific Plan Amendment	

Project Description

Detailed Description of Proposed Project (Attach Additional Sheets if Necessary)

Owner Certification

I certify that I am presently the legal owner of the above-described property. Further, I acknowledge the filing of this application and certify that all of the above information is true and correct. (If the undersigned is different from the legal property owner, a letter of authorization must accompany the form.)

Owner (Building)		Applicant	
Date:	Signature:	Date:	Signature:
Print Name and Title:		Print Name and Title:	



Planning Division Application Form Part 2

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GENERAL REQUIREMENTS (Print or Type)

Project Location:	Staff Use Only Case No. Concurrent Case No.
Applicant:	
Contact Person:	

Address:

Phone Number:	Fax:	E-Mail Address:
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Additional Contact Person: (Please specify name, company, title)

Address:

Phone Number:	Fax:	E-Mail Address:
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Legal Property Owner:

Address:

Phone Number:	Fax:	E-Mail Address:
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Architect:

Address:

Phone Number:	Fax:	E-Mail Address:
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Engineer:

Address:

Phone Number:	Fax:	E-Mail Address:
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Landscape Architect:

Address:

Phone Number:	Fax:	E-Mail Address:
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Sec. 22.36.120. - Standards for specific types of signs.

(f) *Temporary signs.*

- (1) *Temporary special event signs.* A special event sign or banner is intended to inform the public of a unique happening, action, purpose, or occasion (e.g., grand opening or community event), and shall comply with the following standards:
 - a. A business or commercial center may be allowed to display special event signs or banners for a grand opening or similar event for six periods per calendar year for a maximum of 14 days per event, with a minimum of 30 days between events. Sign area is limited to 50 square feet;
 - b. An organization may be allowed to display special event signs or banners in any zoning district for a period of up to two weeks. Periods up to 60 days may be approved by the director if the applicant provides written justification. Sign area is limited to 50 square feet. Inflatable devices shall not exceed three feet in diameter; and
 - c. Special event signs shall not include promotional advertising.
- (2) *Temporary advertising/promotional signs and devices.* Temporary advertising/promotional signs painted on a window or constructed of paper, cloth, or similar disposable materials, windblown devices (e.g., pennants, streamers, and banners), and inflatable devices subject to the following limitations:
 - a. Signs and other devices may be displayed for a maximum of 30 days within a 90-day period and a maximum of 90 days per calendar year to promote a particular event, sale, or product;
 - b. The total area of all temporary signs and banners shall not exceed 25 square feet per business;
 - c. Inflatable devices are allowed on freeway-oriented parcels in a commercial zoning district. Tethered balloons and inflatable devices shall not exceed a height of 60 feet above finished grade;

- d. The area of temporary signs attached to or painted on windows shall not exceed 25 percent of the window area;
- e. Signs shall not be attached to the exterior of windows or doors except painted-on signs; and
- f. Signs shall not be located above the edge of the roof or above the sill of the second story windows on a multistory structure.

(3) *Temporary business identification signs.* A maximum of two temporary signs for the identification of a new business until permanent signs can be erected are allowed for a period not to exceed 90 days. One time extension may be granted by the director. Maximum sign area is limited to 50 square feet.

(4) *Temporary subdivision signs.* The placement of on-site subdivision identification/directional signs shall comply with the following standards:

- a. Signs may contain only the name of the subdivision, name of the developer and/or agent, an identification emblem, sales price, and directional message;
- b. A maximum of two on-site signs may be located within the project;
- c. The total area of each sign shall not exceed 32 square feet;
- d. The height of each sign shall not exceed six feet;
- e. Signs shall not be illuminated;
- f. Signs may be displayed during the two years following date of recordation of the final map, or until 100 percent of the units have been sold, whichever occurs first. Small apartment complexes (29 units or less) may display sales signs during construction and for a period of one year following the issuance of the certificate of occupancy; and
- g. Apartment and group housing complexes of 30 units or more shall be considered within the definition of a subdivision for the purpose of this subsection.